Report for Week Ending 11 July 1956
from
PROJECT STAFF

Projects 4-83, 4-96, 5-59, 5-60, 5-68

No change from previous report.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of OCR/BR dossiers continues.

Microfilming of Vital Materials in Security Office started this week.

Filming was scheduled to be started in the Office of Personnel on 11
July but will be delayed for approximately 2 weeks because the operator
has been assigned to a special job in OCI. This special job is not for
vital materials.

General Information

25X1A9a Miss ████████████████████████████████, all of DD/P, ac-
companied last weeks trip to the repository.

25X1A9a Mr. ████████████████████████████████, members of
ORR/Geographic, visited the repository last week.

Following a meeting with Mr. ████, OCR, and Mr. ████n, office of   25X1A9a
DD/I, a meeting was arranged with representatives of the DD/I offices
to discuss emergency records operations on Thursday, 12 July. A similar
meeting with DD/S representatives was scheduled for 13 July.

A review was completed of the filing systems employed in the Registration
Section, Admin. Branch, Office of Training. In this operation involving
about 3 employees, adoption of the recommendation will result in: reducing
one file series from 3 safe drawers to one through the use of folders in-
stead of binders; and discontinuing the typing of lists of employees
scheduled for training. The lists are a duplication of the requests form
which may be grouped and filed in the same sequence.

25X1A6a The following actions were completed with respect to getting ready for the
pending emergency operation at ███: a film splicer was purchased and has
been installed; Records Center and Repository personnel have been indoc-
trinated in the use of splicers and readers; procedures for the various

records officers and a more detailed procedure for Repository personnel
have been prepared and printed; instructions for use of the film read-
ers have been posted beside each machine.

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